

PAWNEE SCHOOL FACILITIES or EQUIPMENT REQUEST

Submit Initial Request to: District Athletic Director

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All requests go to the athletic director first to determine space availability. If space is available, the A.D. will approve and route to the Superintendent. The Superintendent will review requests for approval. If approved, the Superintendent's office will route copies to the Maintenance/Custodial supervisor and appropriate staff.

Hold Harmless - Application Agreement

All non-school related groups must indemnify and hold harmless the District and its agents and employees for and from any loss including attorney's fees, damages, expense, and liability arising out of their use of school property. The undersigned is responsible for any damages to school facilities, furniture, or equipment arising out of their use of school property whether such damage was accidental or deliberate. The cost of damages will be based on the repair or replacement cost, the choice of which is at the school board's discretion. **Note: All groups requesting to use district facilities for outdoor group activities (camps, summer games) are required by statute to provide an Automatic External Defibrillator (AED) and a person trained in its use. If your group does not have access to an AED, one may be signed out from the school. The person signing for the AED must be trained in its use and present at all times.**

Date _____

Signature of Applicant: _____

Person making request: _____ Group Affiliation: _____

Address _____

Telephone (H) _____ (W) _____ (C) _____

Purpose of request (type of program or activity) _____

Is a fee going to be charged to participants or attendees? If yes, list: _____

Facility and/or equipment requested (Including AED) _____

Date(s) desired _____ Time: from _____ to _____

Location of equipment if taken off school grounds _____

Describe any special set-up requested _____

Materials to be brought into the building _____

Is the kitchen needed: yes ____ no ____ If so, what is desired _____

Proof of \$1,000,000 insurance coverage against personal injury and/or property loss _____

Space/equipment shall not be used by groups not affiliated with CUSD #11 without advance proof of insurance (copy of policy)

Custodial services will be agreed upon prior to use of school facilities. The superintendent has the final determination in the use of custodial services. The rate of custodial services is established by the comptroller.

All equipment and buildings used are to be cleaned upon completion of activity and any damage or other expenses incurred reported to the A.D. Damages and/or follow up expenses will be the responsibility of the person or group requesting the facility. Persons or groups requesting the use of the facilities are responsible for enforcing the state mandated smoke free/tobacco free campus policy.

Facilities Availability

This facility is available on this date at this time. Yes No A.D. Initials _____

Possible Conflicts with: _____

(Office use only)

Approved _____ Denied _____ By Superintendent _____ Date _____

Rental Fee Charge _____ Fee Paid _____ (Fees must be paid in advance)

Follow Up Custodial Check:

Was equipment and/or facility returned in good condition following usage? Yes No If not, describe the problem/concern. _____

Signature of Custodian or School Personnel _____